



Lynchburg City Schools

Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Lynchburg City Schools agrees to implement the following statutory requirements:

- Lynchburg City Schools will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, Lynchburg City Schools will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Lynchburg City Schools will incorporate this district wide parental involvement policy into its Title 1 plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Lynchburg City Schools and each individual school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the Lynchburg City Schools plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Lynchburg City Schools will submit any parent comments with the plan when Lynchburg City Schools submits the plan to the State Department of Education.
- Lynchburg City Schools will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- Lynchburg City Schools will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
 - (B) that parents are encouraged to be actively involved in their child's education at school;*
 - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*
- Lynchburg City Schools will inform parents and parental organizations of the purpose and existence of the Parent Center in Lynchburg, a local center for information, resources for parents, and outreach. This is done through flyers, LCS Channel 2 News, PTO meetings at schools, and in the local newspaper.

PART II. DESCRIPTION OF HOW LYNCHBURG CITY SCHOOLS WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Lynchburg City Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

Each elementary school has 2 to 3 parent representatives to serve on the district wide parental involvement plan development. Parents will be contacted through letters and phone calls about meeting dates and times. As each Title I Team meets in their respective buildings they include parent representatives. These parents are included in making decisions about the building level parental involvement policy as well other parent matters.

2. Lynchburg City Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Each elementary school will have parent representatives to serve on the school review/school improvement plan committee. The committee will meet at various times during the year to formulate and/or review the improvement plan. Parents give feedback and make suggestions about various programs that their site school offers.

3. Lynchburg City Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Each elementary school is provided support through the Lynchburg City Schools Parent Resource Center, instructional reading, math, science, and technology specialists. Elementary schools use these support services to provide parent workshops/in-services to meet their individual school needs.

To improve effective parental involvement activities elementary schools conduct workshops, dinners, and training at various times and locations to reach all parents in the schools' communities. These workshops/in-services include topics such as "how to help your child with homework", at-home reading and math activities that support the Standards of Learning, parenting skills, and activities for supporting students during the summer.

4. Lynchburg City Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Virginia Preschool Initiative, McKinney-Vento Homeless Assistance Act, and others as appropriate by:

Selected Lynchburg City School personnel serve on the Head Start Self-Assessment Team. Our Parent Resource Center coordinator also coordinates the Virginia Preschool Initiative Program and includes Child Find and Head Start program information together on one brochure for all children ages 3 or 4 living in the city of Lynchburg. Lynchburg City Schools provide a Homeless Education Specialist that ensures that all students have access to education as well as transportation.

5. Lynchburg City Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Lynchburg City Schools will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

All Targeted Assistance Title I parents and all School Wide school parents (this includes all parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) are asked to complete a parent survey. Parents are asked to serve on committees that focus on the parental needs of each school. Meetings are held during each school year to discuss changes and needs that reflect all of the city schools' parents. Parents will have an active part in these meetings by developing future parent friendly surveys and developing subcommittees that will address the developing needs of our parent population.

1. Lynchburg City Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. Lynchburg City Schools will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by Lynchburg City Schools or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph.

- Virginia's Standards of Learning,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

All schools provide workshops during each school year to assist parents in the understanding of the requirements and expectations of the Standards of Learning. Materials and supplies in the core academic areas are provided to parents during these workshops that each family can use at home as support for their child. The state Standards of Learning objectives are sent to parents at the beginning of each six weeks to explain the content to be taught. At the end of each six weeks parents are given a copy of their child's division wide assessment from each subject to use as a study guide for preparation of the Standards of Learning. Letters are given to every parent at each elementary school, which address the highly qualified status of each employee at that school. Teachers have parent conferences to give information on student progress and address ways to monitor and to help their child further at home. Parent newsletters ("Helping Children to Learn") are sent home monthly to all elementary school parents. These letters include tips on how to communicate with the school and the child's teacher, monitoring the child's progress, educational activities, building self-esteem and responsibilities, organizing, how to work with your child's teacher, and various other topics.

- B. Lynchburg City Schools will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

A variety of parent workshops are given at all elementary schools through out the school year. These workshops are based on the Lynchburg City Schools surveyed needs and requests of each school's parents. All workshops are given at a variety of times during the day so that a large amount of parents can be reached. Workshops include materials and supplies for all parents as well as activities parents can use at home to support their child's education – specifically focusing on the core standards of learning curriculum. Activities/training is provided to parents in reading, math, and science, and technology. Parents are guided through programs in the computer labs and given the opportunity to experience the hands-on learning that their child experiences through technology. "Gus the Bus" is funded under Title I and visits different areas of the community sharing educational materials and support to parents of young children. Parents are also invited to attend Parenting Classes offered through Lynchburg City Schools and Lynchburg College. The Lynchburg City Schools Parent Resource Center coordinator provides monthly newsletters to all pre-kindergarten through fifth grade parents. The coordinator at the Parent Resource Center makes available materials to all pre-school through elementary school age children. Parents can request the materials and/or visit the Parent Resource Center to receive the materials. Materials include activities in language arts and math. Materials such as games, books, videos, puzzles, and activity sheets are available from this parent lending library.

- C. Lynchburg City Schools will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

The Lynchburg City Schools uses a parent survey as a source to educate our teachers and staff about strengths and weaknesses in building ties between the school, parents, and community. After analyzing the responses from our parent surveys, training is provided for teachers, staff, and parents targeting specific strengths and weaknesses that have been noted by our parents. The Superintendent's Parent Advisory Council meets quarterly to address concerns and to communicate with parents. Each school has at least one parent and staff representative on this

council. All Lynchburg City Schools staff goes through intensive diversity training. This training targets ways to communicate with the community and our parents. All staff also attends child abuse awareness training. Our school system has requested volunteer coordinators at each building. Training has been on how to bring parents together to support the school. Business partnerships (e.g. Family Alliance, Advocates for Children) link our parents, the community, and the schools together. All school system staff are trained in issues surrounding truancy to support families. Staff are also trained in ways to meet with parents for conferences, workshops, and partner education activities. Our system has implemented the "Connect ED" system so that parents will have information readily available to them by calling a specific number.

- D. Lynchburg City Schools will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, and Virginia Preschool Initiative and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Selected Lynchburg City School personnel serve on the Head Start Self-Assessment Team. Our Parent Resource Center coordinator also coordinates the Virginia Preschool Initiative Program and includes Child Find and Head Start program information together on one brochure for all children ages 3 or 4 living in the city of Lynchburg. Pre-kindergarten applications may be included in the local water bill so that all parents will have access to that information. Lynchburg City Schools provide a Homeless Education Specialist that ensures that all students have access to education as well as transportation. The Gus the Bus program is sponsored through Title I, Smart Beginnings, and United Way. It travels to various neighborhoods and community centers to provide books and literacy information to parents of pre-school aged children.

- E. Lynchburg City Schools will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

The monthly parent newsletters, the Superintendent Parent Advisory Committee, LCS Channel 2, and parent meetings have alternative formats upon request, which includes interpreters for ESL and the hearing impaired, and altered formats of written documents completed in the requested language. Our Public Relations Coordinator sends out newsletters to parents informing them of up-coming events and meetings. This information can also be found on the LCS website at www.lcsedu.net/parents .

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that Lynchburg City Schools, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- provide workshops at each school at a variety of times and locations, to provide materials and suggestions to aid parents in promoting the education of their children at home. Transportation and childcare is provided as needed.
- Lynchburg City Schools website has many links for parents on their website: (www.lcsedu.net/parents)
- A Parent Center coordinator is available to provide coordination, technical assistance, and other support necessary to assist each school in planning and implementing effective parent involvement. The coordinator operates in a central location to offer materials and training to help parents work with their children to improve their achievement.
- Parents are strongly encouraged to visit the Parent Resource Center.
- Parental involvement activities, such as a School Readiness Summit, are coordinated with Head Start, the Virginia Preschool Initiative and Success By Six.
- All information on parental involvement activities are made available in a format and language that is understandable to parents.
- A community involvement team, "Key Communicators", meets regularly to advise the school system and address issues of concern to parents and the community.
- All parents sign a Student/Parent/Teacher Compact at the beginning of the school year.
- Each school holds a public meeting is held at the beginning of the school year at which parents are invited and given an opportunity to discuss the program and activities provided by Title I funds.
- Parents of participating children are given an explanation of the program and the goals for their children in Title I.
- An overview of the current program is available to all parents.
- Parents of participating children are informed of the teaching techniques used to meet the needs of the Title I students and to encourage progress.
- Parents have the right to request and receive timely information on the professional qualifications of their children's teachers.
- Parents are provided with information about the Virginia Standards of Learning through distribution of the documents, annual parent meetings, school report cards, and on the Lynchburg City Schools website: www.lcsedu.net/parents.
- All information on parental involvement activities are made available in a format and language that is understandable to parents.